



Biometric Incentive Program Information Page



Shape It Up! El Paso City of El Paso Employee Wellness Program

Please submit your application and supporting documentation to ShapelUp@elpasotexas.gov.
If you are not able to submit electronically, you may visit our offices at City HR – Benefit Services
1st Floor City Hall 300 N Campbell 79901 Monday through Friday from 8a-5p

UNDER IRS RULES, THIS INCENTIVE IS TAXABLE INCOME

How it works

Employees may earn either the Biometric Incentive or Fitness Incentive, but not both. The Biometric Incentive Program is an alternative to the Fitness Incentive Program. This Biometric Incentive Program is available to all employees eligible to enroll in the City’s Medical Plan, except Uniformed Fire Employees. Employees take a biometric test to learn their health status as it pertains to eight major risk factors that contribute to poor health conditions. Biometric screenings can only be done at the City Hall Wellness Clinic. Employees receive a personalized health status report and those who achieve a healthy range for their age and gender and earn 200 Wellness Points, will receive a monthly incentive pay accordingly by Criteria and Levels listed below. Points are earned during a 12 month look back period by participating in various wellness activities identified in the City of El Paso Wellness Points Log. The Wellness Points Log contains the maximum amount of points for each type of wellness activity. A Wellness Points Log is available on My.ElPasoTexas.gov/Wellness/ and also at the Benefit Services Office. **Biometric screenings must be within three months of submission.**

HEALTH VALUE	CRITERIA	HEALTH VALUE	CRITERIA
Body Fat %	< or = 34% for women < or = 22% for men	Cholesterol/HDL Ratio	< or = 4.5 for women < or = 5.0 for men
Systolic BP	< or = 130	LDL(Bad Cholesterol)	< or = 130
Diastolic BP	< or = 85	Triglycerides	< 150 mg/dl
Waist Measurement	<35 in for women < 40 in (men)	Fasting Glucose	<110 mg/dl
Not a tobacco user is required (includes vaping & e-cigarettes)			

1. **Criteria Level – Determined by Biometric Screening**
 - a. Level 1 for \$50 monthly = pass 6 Health Value Factors
 - b. Level 2 for \$100 monthly = pass 7 Health Value Factors
 - c. Level 3 for \$150 monthly = pass 8 Health Value Factors
2. **Accumulate 200 Wellness Points and Submit with Biometric Application**

Proof of Activity

Employees must submit supporting documentation or proof of activity for any participation of events or activities. All supporting documentation is required to be submitted along with the Wellness Points Log in order to qualify. Supporting documentation and proof of activity are subject for review.

Additional information

Monthly incentives for Biometric Incentive will be processed through payroll and paid twice a month (excluding the 3rd paycheck of the month). The pay-period that starts the incentive pay will become the incentive begin date. The amount earned will remain at that level for an entire year (24 pay periods) as long as you are receiving a paycheck. **Submissions are processed through Payroll during the first week of the pay period.** To avoid a lapse in payment, submit by your last incentive payment date. Please contact ShapelUp@elpasotexas.gov if you have any questions regarding this City’s Wellness Program or visit the Wellness Program page at My.ElPasoTexas.gov/Wellness/.



Biometric Incentive Program Application



Shape it Up! El Paso City of El Paso Employee Wellness Program

NOTICE: Must be an active employee eligible to enroll in the City’s Medical Plan (except for Uniformed Fire employees) and not participating in the Fitness Incentive Program. The City of El Paso will pay up to \$150 a month based on the completion and submission of all required criteria. Monthly incentives will be processed through payroll and paid twice a month (excluding the 3rd paycheck of the month). Submissions are processed through Payroll during the first week of the pay period. To avoid a lapse in payment, submit by your last incentive payment date. The amount earned will remain at that level for an entire year (24 pay periods).

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Submission of Biometric Application and 200 Wellness Points are required in order to begin the incentive pay.

- 1. Biometric Incentive Application**
 - a. Complete form with your information
 - b. City Hall Wellness Clinic completes Screening information
(you do not need to submit your Goal Sheet with your actual results)
- 2. Wellness Points Log with supporting documentation verifying all 200 Wellness Points were achieved**
 - a. Employee should tally their points using the Wellness Points Log Cover Sheet and gather supporting documentation for review and total points determination
 - b. Wellness Activities completed during the applicable wellness plan year will be reviewed for wellness point tally
 - c. Proof of activity will be subject for review and approval by City HR – Benefit Services

EMPLOYEE INFORMATION

Full Name	_____		Kronos ID	_____
Department	_____	City Email address	_____@elpasotexas.gov	
Phone Number	_____	Employee Signature	_____	

SCREENING INFORMATION *(completed by clinic staff)*

Wellness Clinic Location:	_____	Date of Screening:	_____
Stamp:	_____	Number of Factors Met:	_____
Clinic Staff Printed Name:	_____	Signature:	_____



For HR use only	
Date Received	_____
Received By	_____

Shape It Up El Paso! GOAL SHEET



Name _____

Kronos ID _____ Date _____

Please take this sheet to your biometric screening so that Wellness Clinic Staff may evaluate criteria with you directly.
This form is for the employees and is not required for submission.

HEALTH VALUE	REIMBURSEMENT CRITERIA	MET CRITERIA
Tobacco Use	Not a tobacco user (includes Vaping and e-cigarettes)	REQUIRED
Body fat %	< or = 34% (women) < or = 22% (men)	
Systolic BP	< or = 130	
Diastolic BP	< or = 85	
Waist Measurement	< 35in (women) < 40in (men)	
Cholesterol/HDL Ratio	< or = 4.5 (women) < or = 5.0 (men)	
LDL(Bad Cholesterol)	< or = 130	
Triglycerides	< 150 mg/dl	
Fasting Glucose	<110 mg/dl	
Number of Criteria Met:		

1. **Criteria Level – Determined by Biometric Screening**
 - a. Level 1 for \$50 monthly = pass **6** Health Value Factors
 - b. Level 2 for \$100 monthly = pass **7** Health Value Factors
 - c. Level 3 for \$150 monthly = pass **8** Health Value Factors
2. **Accumulate 200 Wellness Points and Submit with Biometric Application**

200 Wellness Point Accumulation based on Shape It Up City of El Paso Wellness Log
Wellness Points Log may be found on the Wellness Program page at My.ElPasoTexas.gov/Wellness/
You may contact ShapelUp@elpasotexas.gov if you have any questions